Installation of the 2013 TEEAL Update Flash Drive:

The 2013 Update will take approximately 1 hour, and TEEAL will not be accessible to patrons during this time.

Because the update takes approximately 1 hour, we HIGHLY RECOMMEND that the update is initiated at a time when the electrical power supply is expected to be consistent. A power interruption during the update could leave TEEAL in an inoperable state and require further support from the TEEAL team.

To complete the 2013 TEEAL Update:

1. Be sure that the TEEAL machine is powered on and fully functional
It is very important that the TEEAL machine is on before plugging in the 2013 Update flash drive to the TEEAL machine. Having the flash drive plugged in during startup can prevent the machine from fully booting.

2. Plug the 2013 Update flash drive into a USB port on the front of the TEEAL machine

3. Using a computer that has access to the TEEAL application, sign in to the TEEAL application as the administrator; the username is **admin@teeal.org** and the password is **essential-ag**

4. From the admin dropdown menu, in the upper right, select **Update TEEAL**

5. Inititiate the update process by clicking the orange **Run the update!** button. Step one will begin and takes approximately 2 minutes to complete

   > On screen details will provide the status of step one of the 2013 Update in green

6. After step one has completed, the TEEAL machine will reboot. The reboot may not be noticeable (besides a "beep" from the TEEAL machine itself), but please wait approximately 2 minutes after the reboot message is displayed on the screen before proceeding with the next step.

7. After the TEEAL machine reboots, click the **update page** link in the green confirmation message

8. The TEEAL application will report that the 2013 Update is in progress. Proceed with step two by clicking the orange **Run Step Two!** button. Step two will begin and takes approximately 52 minutes to complete

   > Progress messages, including estimated time for each task will be displayed in the TEEAL application while the update is running

9. After step two has completed, the TEEAL machine will reboot for a second and final time

10. To confirm the 2013 Update has installed successfully, sign into the application as the admin and verify that "v2.1" is reported in the footer

Congratulations! The 2013 TEEAL Update is now installed!
(please remember to unplug the flash drive from the TEEAL machine)